

DESE Model Curriculum

GRADE LEVEL/UNIT TITLE: 11-12/Differentiate Duties Specific to a Legal Office Setting Course Code: 034205 CIP Code: 52.0101

COURSE INTRODUCTION:

A program that prepares individuals to serve as legal office managers, special assistants, and legal secretaries. Includes instruction in office management, secretarial science, principles of US law, legal terminology and documentation, legal research, legal software application, law office procedures, record-keeping, billing, applicable policies and regulations, and professional standards and ethics. May include preparation for individuals to serve as court reporters, captioners, and scopists. Instruction may include machine shorthand theory used in court reporting and broadcast captioning, and computer-assisted translation (CAT) software.

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UNIT DESCRIPTION: Differentiate duties specific to a legal office setting.		SUGGESTED UNIT TIMELINE: approx. 350 integrated through in other units CLASS PERIOD (min.): 90				
ESSENTIAL QUESTIONS: 1. Why is it important to understand duties specific to a legal office? 2. What are effective ways and tools to prepare documents used in the legal field?						
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	CCSS LEARNING GOALS (Anchor Standards/Clusters)	CROSSWALK TO STANDARDS				
			PS	CCSS	NBEA	DOK
1. Utilize and format legal documents				RST.11-12.5 RST.11-12.7	IT.V.1.1	3
2. Perform legal research by investigating legal references				WHST.11-12.7 WHST.11-12.8	IT.VIII.1.2.1	3
3. Use software to transcribe legal terminology and/or documents				RST.11-12.5 RST.11-12.7	IT.V.1.1 IT.V.4.5	2
4. Interact with clients to assimilate information				SL.11-12.1d	COMM.III.A.2.1-3 COMM. III.A.3.1-7	4
ASSESSMENT DESCRIPTIONS*: (Write a brief overview here. Identify Formative/Summative. Actual assessments will be accessed by a link to PDF file or Word doc.)						

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*Attach Unit Summative Assessment, including Scoring Guides/Scoring Keys/Alignment Codes and DOK Levels for all items. Label each assessment according to the unit descriptions above (i.e., Grade Level/Course Title/Course Code, Unit #.)	
Obj. #	INSTRUCTIONAL STRATEGIES (research-based): (Teacher Methods)
2, 4	1. Lecture on aspects of legal references and interaction with clients.
1,3	2. Independent practice, observe and offer assistance as needed.
Obj. #	INSTRUCTIONAL ACTIVITIES: (What Students Do)
2,4	1. Students will summarize presentation and answer assessments in this area.
1,3	2. Students will independently complete a legal keyboarding simulation.
UNIT RESOURCES: (include internet addresses for linking) such as textbooks, websites, others Baynes, Barbara and Tower, Sharon. (1989). Heritage Park Legal Associates A Legal Typing Simulation. New York, New York: Glencoe/McGraw-Hill. Morton, Joyce, Ed.D. (2007). Legal Office Procedures. (7 th ed.). Upper Saddle River, New Jersey: Pearson Prentice Hall.	